

ROOM HIRE ONLY EVENTS

- £4,000 per day or part thereof – subject to availability. This rate is valid for Sundays only and covers from 9am until midnight.
- £2000 per half day or part thereof – subject to availability. This rate is valid for Sundays only and covers from 6pm until midnight.
- Please ask for a tailored quote if you wish your event to take place on an alternative day of the week.

- This is inclusive of the following items:
 - Cutlery for a 3-course meal, 1 setting per person
 - White linen table cloths
 - Tables and chairs to suit the number of guests
 - 2 members of staff to clear plates only
 - 2 bar staff (if the bar is pre-booked)
 - Paper napkins
 - Items cannot be substituted for any other items

- Additional items, if required, must be pre-arranged at least 2 weeks prior to the event. Price on application.
 - Crockery
 - Linen napkins
 - Coloured table linen
 - Chair covers and sashes
 - Additional staff per hour (4 weeks' notice required for staffing)
 - Chaffing/serving dishes
 - Glasses
 - Corkage on all drinks

- If the event overruns, a charge of £1000 will be made per hour of over-running. This is subject to availability of the room on the day. If the room is being used for another event on that day, you must vacate the room at the agreed time.
- A disclaimer must be signed by the organiser and caterer prior to the event with regard to food brought onto the premises.
- The caterer must liaise with the hotel with regard to the event and must meet with the hotel's Health & Safety legislation. This will need to be approved prior to event confirmation. **Use of the hotel kitchen is not included.**
- A non-refundable, non-transferable deposit of £1000 is required to guarantee the booking.
- The final balance is due 4 weeks prior to arrival and is non-refundable and non-transferable.
- A credit card preauthorisation is required as a security deposit for all events: £1000. This will be released 5 working days after departure and will be used to settle any additional charges that may be incurred.